



Australian Government

Department of Education, Employment and Workplace Relations

PSP51104 Diploma of Government (Management)

Revision Number: 1

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Modification History

Not applicable.

Description

Qualification Descriptor

This specialist qualification covers the entry-level competencies required of specialist managers in the public sector. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of Electives is possible in the qualification packaging rules, Electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

Packaging Rules

This qualification requires 11 units of competency including:

- 7 core units
- 4 elective units

Choose 4 elective units from the list below:

- a minimum of 3 units from the electives list
- 1 unit from elsewhere within this Training Package, or another endorsed Training Package or Accredited Course

Units selected should not duplicate content already covered by other units in this qualification.

All elective units must be selected from an equivalent qualification level or higher, unless otherwise stated

** For this qualification, a maximum of 1 unit from Certificate IV level may be used

Core Units

PSPETHC501B	Promote the values and ethos of public service
PSPGOV502B	Develop client services
PSPGOV505A	Promote diversity
PSPGOV512A	Use complex workplace communication strategies
PSPLEGN501B	Promote compliance with legislation in the public sector
PSPOHS501A	Monitor and maintain workplace safety
PSPGOV519A	Manage performance

Elective Units

PSPGOV503B	Coordinate resource allocation and usage
PSPGOV504B	Undertake research and analysis
PSPGOV506A	Support workplace coaching and mentoring
PSPGOV507A	Undertake negotiations
PSPGOV508A	Manage conflict

Packaging Rules	
PSPGOV511A	Provide leadership
PSPGOV513A	Refine complex workplace documents
PSPGOV514A	Facilitate change
PSPGOV515A	Develop and use political nous
PSPGOV516A	Develop and use emotional intelligence
PSPGOV517A	Coordinate risk management
BSBFIM501A	Manage budgets and financial plans
BSBHRM402A	Recruit, select and induct staff
BSBINM501A	Manage an information or knowledge management system
BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBWOR501A	Manage personal work priorities and professional development